

**Abraham Lincoln Presidential Library Advisory Board Meeting
James R. Thompson Center – Lt. Governor Sheila Simon Conference Room
100 West Randolph – Suite 15-100
Chicago, IL 60601
March 22, 2013**

Present in Chicago: Steven Beckett (Chair), Leigh Bienen, Charles Branham, Donna Carroll, Gary Hammons, Dick Meister, Pat Reardon, Sean Vinck
Absent: Ranjan Karri, Craig Sautter, William Thomas

Staff: Eileen Mackevich, Kathryn Harris, Jan Perone
Present in Springfield via video conference: Gary Stockton, Catherine Shannon

I. CALL TO ORDER

Steve Beckett, Chair, called the meeting to order at 10:30 a.m.

II. ROLL CALL

III. REVIEW APPROVAL OF MINUTES

Steve Beckett noted that he was the Chair Designate, not the Chair at that time. Minutes, with corrections, were approved .

IV. REPORTS

Advisory Board Chair Beckett noted the December 5th event at the Library hosted by Governor Quinn. The purpose of the dinner was to develop camaraderie between the members of the three boards. The Governor expects over time they will work together more easily.

Steve Beckett further noted that meetings should be scheduled from 10 a.m. – 12:00 p.m. and not to exceed two hours.

Leigh Bienen mentioned she would like to tour various exhibits/areas of the Museum and Library, when meetings are held in Springfield. Eileen Mackevich recommended that there should be a formal Board meeting held before social events at future meetings of the three Boards.

Steve Beckett suggested Illinois Historic Preservation Agency (IHPA) Board and the Library Advisory Board should have a joint meeting. There should be sufficient advance notice of meetings.

ALPLM Executive Director Mackevich addressed the state of the Library. Committees: as we are short-staffed, we must emphasize collaboration using interns and externs. Leigh Bienen asked for a definition of externs and how they have been used. Eileen Mackevich noted that externs are comparable in some aspects to interns. They however have professional training and credentials. They have usually had specific projects. Donna Carroll recommended there could be a co-op program where students could spend time in the Library doing job share while getting their graduate degrees. Paula Kauffman at UIUC may also be approached about this concept. Funding, perhaps for one year, is not hard to find because it makes sense as it involves the structure of digital archives.

When requested, Eileen Mackevich described the Mrs. Lincoln's Attic Project as collaboration with Dominican University's Early Childhood Literature School. She noted the need for Spanish language books.

Steve Beckett asked for an update on the multigenerational Stevenson Collection which will be donated to the Library. He noted that Jesse W. Fell is ephemera, who helped elect Lincoln, is part of this collection. The Stevenson Family had asked that the collection be presented in a gallery room with materials regularly rotated on a revolving basis. Eileen Mackevich reported that she had discussed this with Mary Michals, AV Curator. There was also discussion of the Museum Assessment Plan and its recommendation that Reading Rooms be consolidated – one is sufficient according to the report in 2010. Pat Reardon wondered if other prominent historically relevant Illinois citizens would want the same treatment for their collections as the Stevenson's seek. Steve Beckett noted that it was a policy discussion and that the Board would not have the final say. Eileen noted that the Stevenson collection is significant because we have little Jesse Fell material and the role of the family is unique in Illinois History. Eileen Mackevich is awaiting IHPA response to the Stevenson request and is working on understanding the depth of the collection. Issues of conformity with state rules and regulations need to be resolved. She advised the Board to read the Museum Assessment Plan about the further use of the Reading Rooms. Donna Carroll mentioned that a policy was needed for mandatory review of materials and collections at other institutions that review is commonplace every five years. Jesse Fell was a state official, Ill State Treasure, 1850's Supporter of Lincoln, whose daughter married into the Stevenson family. Leigh Bienen suggested a review with the Jesse Fell materials the next time the Board meets in Springfield.

Library Services Director

Kathryn Harris reported that the Library's *Boys In Blue III* exhibit continues to attract large numbers of visitors with all three exhibits combined nearly 100,000. She noted that the Stevenson Collection in discussion will add to the Library's already extensive Stevenson Collection.

Committee Reports

Collections Management: Gary Stockton reported that although the present policy was a good one, it is in need of updating. To this end, he has asked for policies from other institutions for review. Leigh Bienen suggested that we look at additional research libraries and presidential libraries especially in New York and California. Eileen Mackevich then suggested Pennsylvania; also especially the Gettysburg and/or Civil War Museum. There was discussion of deaccessioning. Collection development will be discussed at the next Board meeting. Gary Stockton will have a new draft collection management policy ready by the end of next month (April) for review by Leigh Bienen and Sean Vinck. He will consult further on digital archives.

Finances/Budget

Ranjan Karri was not present to report. Steve Beckett asked for a report reflecting income revenue from the Museum. Eileen will get a report from Guest Services for the Board. Catherine Shannon offered to have a fiscal report prepared from the Annual Budget Report for FY13 for IHPA. Leigh Bienen suggested the Board needs a detailed report to understand the Foundation's revenue and disbursement in addition to the ALPLM and IHPA. Donna Carroll suggested a quarterly report including performance indicators; a simple, one page report. Dick Meister mentioned that the strategic plan will include a historical record including benchmarks and partnerships. Catherine Shannon, Theresa Cherrier, and Eddie Fisher will be asked to meet with Ranjan Karri to prepare a financial report for the Board.

Marketing and Public Relations

Patrick Reardon reported on a meeting held with Dave Blanchette, Chris Wills, and Craig Sautter. The main goals are: increase Museum attendance and increase Library usage. There was a discussion of pro bono support for the Library. The upcoming *Library Treasures Book* was discussed, emphasizing the need for marketing including enlisting the Governor to see if the books could be given as gifts by the members of the state legislature and by the Governor. There was discussion of finding graduate business students for marketing. Leigh Bienen recommended contacting the Kellogg School and other business schools for use as a possible class project.

Mission and Vision Statements

Steve Beckett felt we should add the word Museum to both statements. Dick Meister stated that the vision should drive the strategic plan. There is a need to position ourselves nationally and to eliminate confusion between Library/Museum. Patrick Reardon stated that we need the Library and Museum to be viewed as one institution. Dick Meister said we need to establish one vision for the future. Donna Carroll made the following statement: "rather than viewing the two as in tension, it might be helpful to think of the Library as subject matter/content and the Museum as pedagogy --- that is, the Museum exists as an (experiential learning) methodology for transmitting (making accessible) the knowledge accumulated, stored and cataloged in the Library --- the marriage of theory and practice, so to speak."

Technology

Sean Vinck has met with Amy Martin and Catherine Shannon of the IHPA. He spoke about digitization storage the state formerly received free of charge would now be expensive. Sean Vinck would like to see Illinois implement the Wisconsin model where state universities have a relationship to the Governor. Central Management Services (CMS) has insufficient staff and could partner with the University of Illinois to provide our infrastructure.

Action Item: Sean Vinck will provide a summary of the situation for the next meeting and a proposed list of digital printers for the Library.

Bylaws

Steve Beckett drafted and circulated copies of the bylaws. They were approved unanimously by the Board. Catherine Shannon stated that the bylaws do not need IHPA Board approval. Sean Vinck wondered if we had to abide by Joint Committee on Administrative Rules (JCAR) rules. Garth Madison, IHPA counsel, will be consulted. It was decided that the annual meeting would be held on the second Friday of December and that there would be meetings in June and December in Springfield with March and October meetings held in Chicago. The meetings will be the second Friday of the month and be held from 10 a.m. to 12:00 noon.

Planning and Operations

Eileen Mackevich distributed a copy of a flow chart illustrating how exhibits are planned for the Library and Museum. This information is available in the drop box.

Constituencies and Partners

Charles Branham submitted additions to the list in the packets. He asked Gary Hammons to provide a list of the five largest religious associations for inclusion.

V. REVIEW/DISCUSSION OF STRATEGIC PLAN

Dick Meister said by the next meeting we would have greater direction moving forward. He recommended a dialog with IHPA. He said we need the involvement of the Foundation and IHPA Boards. They need to discuss the plan and address whether it meshes with their plans. He seeks an appointment with Amy Martin.

VI. DISCUSSION:

Discussion ensued over what constitutes a quorum for the purpose of this Board.

Being in compliance with the Open Meetings Act, Steve Beckett said was an open issue that will be discussed at the next meeting. He said he would discuss this with Garth Madison.

The next meeting will be held June 21st in Springfield. Note: since this time, Steve Beckett has changed the date to Friday, June 14th in Springfield.

Eileen and Kathryn will follow up on a proposed Library evaluation plan by visitors and researchers. There will be a draft questionnaire by June, 2013.

VII. IHPA REPORT

Catherine Shannon asked Dick Meister who needed to be in the discussion about the strategic plan. Dick Meister asked how the Board can help the IHPA. She suggested Dick Meister meet with Director Martin and attend the next IHPA Board Meeting, to be held June 26 at the Pullman Historic Site in Chicago to which he agreed. Catherine Shannon reported that the agency budget was flat at \$9.8 million.

VIII. ALPL FOUNDATION REPORT

Eileen Mackevich suggested that in the future a written report should be submitted if no one from the Foundation was available to attend the meeting. The Foundation is occupied with the President Clinton Lincoln Leadership Prize in addition to soliciting Foundation Memberships. Steve Beckett recommended that all Board members should become Foundation members.

IX. ADJOURNMENT

There being no further business, the Board meeting adjourned at 12:30 p.m.

Action Item: Prepare tour for Board for the next meeting in Springfield (Kathryn Harris, Eileen Mackevich, and Jan Perone)